

# How to be Certified

## Organic Certification Program



### See Also:

- What Is Organic?
- Organic Production in Montana
- National Organic Program
- Organic Crop Production
- Organic Livestock Production
- Organic Handling Facilities
- Organic Certification
- How to be Certified
- Converting to Organic Production
- Sources of Organic Information

For more information, contact:

**Doug Crabtree**  
**Organic Certification**  
**Program Manager**

**Montana Department of**  
**Agriculture**  
P.O. Box 200201  
Helena, MT 59620-0201  
Phone: (406) 444-3730  
Fax: (406) 444-7336  
Email: [agr@mt.gov](mailto:agr@mt.gov)

### **Step 1: *Request information***

Contact the **Montana Department of Agriculture** to request an application packet or discuss eligibility and requirements.

### **Step 2: *Application and fees***

Complete application and Organic System Plan forms and submit, along with applicable fees, to the Montana Department of Agriculture.

### **Step 3: *Information/Documentation***

Respond to any questions regarding application and supply additional information or documentation as directed.

### **Step 4: *Record keeping***

Establish and maintain necessary records and documentation of purchased materials, production or handling activities and product sales.

### **Step 5: *Inspection***

Cooperate with inspector to:

- Schedule on-site inspection
- Provide all requested records and documentation
- Provide access to all production or handling sites
- Send inspector evaluation to the MDA

### **Step 6: *Sales reports and fees***

Submit annual organic sales reporting forms and applicable assessment fees.

### **Step 7: *Updates***

Notify the Montana Department of Agriculture immediately of any changes to organic production or handling system plan (intended or unintended).

### **Step 8: *Review/Appeal/Correction***

- Review certification decision letter and certificate (if granted) for accuracy.
- Report any discrepancies to the MDA for review or correction.
- Follow procedures to appeal denial of certification.
- Correct any identified areas of non-compliance.